

NAME: _____

CSU Pomona
Spring 2020

Dr. Susan A. Croteau

Writing Assignment Final Draft Checklist—2 extra credit points

Turn in stapled to the front of your paper

Formatting Standards:

1. My paper has a title page with my name and course number on it. _____
2. I have used 12 point font with double-spacing and margins of 1" (L) and 1.5" (R). _____
3. Every paragraph has a tabbed indent with no extra spaces between paragraphs. _____
4. My paper has page numbers. _____
5. My bibliography is the very last page of my paper. _____
6. My bibliography is in alphabetical order by last name _____
7. My footnotes are in Chicago format. _____
8. The titles of my works of art are always underlined. _____
9. "It's" is used correctly (as a contraction of "it is") and not a neuter possessive. _____

Content:

10. My paper has an introduction and a conclusion. _____
11. My paper has a thesis statement. _____
12. The conclusions of my arguments support my thesis statement. _____
13. I have read through my paper to check spelling _____
14. I have read through my paper to check grammar. _____
15. I have read through my paper to eliminate run-on sentences. _____
16. I have read through my paper to eliminate repetitive sentences. _____
17. I have read through my paper to see if my ideas "make sense" and contribute toward the overall thesis. _____